

24 September 1981

MEMORANDUM FOR: Deputy Chief, Benefits and Services Division

FROM : [redacted]  
Fitness Coordinator, Office of Personnel

SUBJECT : Inspection of [redacted] Building Exercise Room and  
Recommendations for Repair and Replacement of  
Equipment

On this date, at the request of [redacted] Space Allocations/Office  
of Logistics, I accompanied him to [redacted] Building to advise on exercise  
room improvements.

My recommendations are as follows:

- a. The bicycle be replaced.
- b. The treadmill be dispensed with.
- c. The rowing machine be replaced.
- d. A stand be built to hold barbell plates and dumbbells.
- e. Collars be purchased for the barbell (which has none at present).
- f. An abdominal board and stand (rack) be purchased.
- g. That three (3) pulley wheels (P-2006) and Lat Pull cable on universal gym be replaced with new plastic wheels and plastic covered cable respectively.
- h. Two (2) mirrors be provided for burlap covered wall.
- i. A sign be made reading "Replace Weights on Stand for Safety."

cc: [redacted]  
w/attachments